

## HOUSING AND HUMAN SERVICES DIRECTOR

FLSA Code: E

Job Code: 3250

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work in planning, organizing, coordinating and directing all housing and human services delivery and programming activities of the city; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all departmental personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

#### **Planning, coordinating, directing and reviewing the housing and human service programs including the senior and family resource centers.**

Intervenes in complex, unusually difficult or significant service problems;  
Oversees the development of the department's requests for capital improvements, for Community Development Block Grants (CDBG), other Federal, State and private funding grants and for annual operating budgets; controls expenditures; approves internal adjustments to department's budget;  
Liaises with State and other officials and private agencies in coordinating and developing social welfare and housing services;  
Oversees management of local, state and federal grants and interjurisdictional funding;  
Provides technical and staff support to diverse city boards, commissions, agencies and citizen groups;  
Oversees the maintenance and renovations of department facilities;  
Develops and modifies operating policies, procedures and practices in accordance with local, state and federal laws;  
Supervises development and execution of in-service training programs;  
Oversees departmental personnel functions such as recruitment, training and development and performance appraisal;  
Advises city officials on special problems and makes recommendations for solving them;  
Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with a Master's degree in the human service field and extensive administrative experience in professional human service and housing work; comprehensive knowledge of the objective, principles and practices of social service programs, the laws, provisions and operating procedures of public housing assistance services, functions and operations of related welfare institutions, principles and practices of public administration; demonstrated ability to plan, organize, direct and coordinate a diverse staff of professional and nonprofessional personnel engaged in varied program activities, establish and maintain effective working relationships with client and professional groups, community organizations, other social service agencies, city officials and the general public, communicate complex ideas, orally and in writing and oversee the preparation of reports and financial documents. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.